

Draft Charge for the Fermilab Internal Review of the BTev Performance Management System

Background

It is desirable to have the BTeV Performance Management System (PMS) sufficiently developed at the time of the Lehman DOE CD-2/3a Review tentatively scheduled for October 26-28, 2004. The plan is to conduct an Internal PMS Review on August 10-11 and a DOE BTeV PMS Review chartered by the DOE BTeV Project Director in early October. BTeV plans to have the PMS documented and working in a test mode on three or four Level 2 WBS elements by the time of the Internal Review. They plan to have the system documentation and the PMS working in test mode on all the MIE funded activities at the time of the DOE PMS Review. Application of the PMS to R&D activities had not been planned, but the DOE requires application to the Total Project Cost (TPC), including Other Project Costs (OPC). The OPC include R&D funded activities. BTeV plans to launch the application of PMS to the R&D funded efforts early in FY05 and retrofit as required to cover all of FY05 (and FY04 if required).

This Internal PMS Review will be a review of work in progress. It is intended to provide constructive comments and advice to the BTeV project team as they develop the PMS further.

A draft charge (attached) was prepared for the DOE PMS Review by the DOE Project Director.

Charge

Please assess compliance of the BTeV Project Management System against the requirements set forth in the DOE Manual 413.3-1 sections 12.4 and 12.7 (copies attached). The manual references the ANSI/EIA 748 Earned Value Management System criteria as the standard for DOE PMSs. So, please assess the BTeV PMS against the ANSI/EIA 748 standard.

Furthermore, to the extent possible, assess the BTeV PMS against the draft DOE PMS Review charge.

Please provide findings, comments, and recommendations to the BTeV project management team and Fermilab management at a closeout review on August 11 and provide a written report soon thereafter.